

Association for Tertiary Education Management Inc.
ABN 72 682 233 729

COUNCIL MINUTES

Minutes of a meeting of the ATEM Council held on Friday 20 May 2005 at University House, Australian National University.

PRESENT:

Tom Gregg	ATEM President
Chris Jeffery	Vice-President and President WA Branch
Margie Cole	Association Secretary
Neil Voyce	Association Treasurer
Toni Hodge	Councillor at Large
Ion Wallace	Councillor at Large
Steve Langley	President ACT Branch
Kay Hemsall	President NSW Branch
Ginny Ferguson	President NZ Branch
Roger Byrom	President Queensland Branch
Lucy Schulz	President SA Branch
Carol Harding	President Tasmanian Branch
Gerard Toohey	President Victorian Branch
Giles Pickford and Peter Scardoni	ATEM Secretariat

1 Welcome and Apologies

Apologies from VP Richard Easter, BP Scott Snyder and Ian Dobson were received.

2 Starring of Items

The President invited members to star any additional items for discussion. All unstarred items were then immediately and simultaneously received, endorsed, approved or noted as appropriate.

3 Minutes

The Minutes of the Council Meeting held on 29 September 2004 were confirmed
Flying Minute 1/2005 concerning the PCO Tender Decision was noted.

4 Business Arising from Council Minutes

4.1 ATEM Action Sheet

Council discussed each item on the ATEM Action Sheet and noted that good progress had been made. This sheet constitutes all business arising from the Minutes. The new ATEM Action Sheet, including all new business flowing from the May Meeting was circulated with these Minutes. Council noted that the sheet is updated and circulated monthly.

5 President's Report

Council discussed the President's Report. Various changes were suggested prior to circulation to members via 'ATEM Matters'.

RESOLVED 1/05

That the President's Report (as attached) be received, and circulated.

6. Membership Matters

6.1 Membership Coordinators and Kit

Council noted that Lucy Schulz was appointed by the Executive Committee to coordinate the forty Membership Coordinators, and to begin the planning process for a session during the TEM Conference. Lucy Schulz reported on her plans to identify which MCs are attending the 2005 TEM Conference and to bring them together in September to exchange ideas and further develop their programs. It was agreed that the best time and place would be a Breakfast Session early in the Conference with a separate room for the meeting. VP Chris Jeffrey will assist.

Council then noted the new Membership Kit, created for ATEM by the South Australian Branch. The new Membership Brochure, Membership Certificate and Lapel Badges were all noted. It also noted that the Folder and the Biro had not been achievable within budget.

The ATEM Secretariat pointed out that there was space for advertising in the brochure and VP Chris Jeffrey agreed to offer this opportunity to sponsors eager for promotional vehicles outside the TEM Conference.

6.2 Implementing the Membership Categories

A table showing the status quo with applications for membership up-grades was noted. VP Chris Jeffrey suggested that there was a need for the Panel Chairs to hold regular teleconferences so that a consistent approach is maintained, and also to discuss spot audits. He also suggested that a Supervisor's support for a membership upgrade would be as important as referee's reports, the latter only being required for Fellow.

The ATEM Secretariat was asked to inform Vice-Chancellors and HR Departments of membership upgrades given to their staff.

6.3 The Annual Census

The table showing the membership statistics as at 30 April 2005 compared to 30 April 2004 was noted. Council noted that the NZ Unfinancial Members had jumped from 9 to 100 in a day as due to various problems the census had been delayed from 30 April to 1 May. This phenomenon occurs because many NZ Branch members have a renewal date which coincides with this date.

6.4 Corporate Members Campaign

A report from the ATEM Secretariat was discussed. It was noted that new members continued to outnumber resignations. Only three Australian and two New Zealand Universities remain non-corporate members. However the situation with TAFE was steadily eroding. Giles Pickford said that he had arranged with the President of TAFE Directors Australia for the ATEM President to address a

meeting in the near future. The situation with COPHE is looking good as ATEM Member Tony Heywood is assisting with liaison in that area.

Council also noted that the Corporate Members campaign had been set up by Emeritus Chapter member Trish Burgess, but that it was now administered by the ATEM Secretariat with a saving to budget of \$3,000 in a full year.

7 International Activity

Council noted the current allocation of delegates to international conferences below:

(a) AACRAO: 28-31 March 2005 at New York. Our delegate was BP Lucy Schulz. There is no AACRAO delegate to TEM 2005 as yet. The next AACRAO Conference is at San Diego on 17-20 April 2006. We have not yet chosen a delegate.

(b) AUA: 19-21 April at Keele. Our delegate was Stuart Andrew of the University of Tasmania. AUA Delegate to TEM 2005 is Sue Carrette of AUA. The next AUA Conference is at Belfast in 2006. ATEM will be represented by the President.

(c) AAUA: 23-25 June at Galveston, Texas. As yet there have been no expressions of interest from Council Members. There is no AAUA delegate to TEM 2005 as yet.

(d) ACHEA: The 2005 Conference will be on 6-9 July in the Tobago Hilton, Trinidad and Tobago. As yet there have been no expressions of interest from Council Members. ACHEA has been invited to nominate a delegate to the 2005 TEM Conference.

Any Councillor interested in attending the AACRAO, AAUA or ACHEA Conferences was requested to contact the ATEM Secretariat. Attendance is on the basis that registration and accommodation is free, with only the air fare needing to be covered by the delegate. This arrangement is reciprocal.

Council also noted that Maddy McMaster of the Victorian Branch had attended the AUA Conference at Keele University and would report her findings at the 2005 TEM Conference: and that BP Lucy Schulz will report her findings in 'ATEM Matters'.

8 Reports

8.1 Conferences

8.1.1 2004 TEM Conference

BP Carol Harding presented the report of the 2004 Conference Organising Committee. Council noted that, in answer to a question, the GST had been paid by the PCO as required. The many recommendations in the PCO's report were noted. VP Chris Jeffery agreed that the WA Branch would implement as many of the recommendations as possible.

It was also agreed that instead of re-writing the Conference Manual there should be an extra section of the Manual containing the recommendations of the 2004 TEM Conference Organising Committee.

Council agreed that the 2004 TEM Conference was one of the best events we have ever had and that the standard of the report was excellent. It requested VP Carol Harding to pass its congratulations and thanks back to the 2004 Organising Committee.

8.1.2 2005 TEM Conference

Council noted the report of the 2005 Conference Organising Committee presented by BP Chris Jeffery. Council agreed that the CD containing articles about higher education over the last two years would be useful to all members and requested the WA Branch to provide a copy to the ATEM Secretariat.

Generally the Conference plan was applauded and the Organising Committee congratulated.

8.1.3 Preliminary Report 2006 Conference

Council considered a preliminary report on the 2006 TEM Conference presented by BP Kay Hemsall. Kay requested help with ideas for the 30th Anniversary, speakers and themes and Councillors agreed to come forward with ideas.

The problem with the Sydney Hilton room price, and the demand for a \$100,000 deposit, was noted and it was agreed that an alternative venue should be sought.

8.1.4 Future Conferences

Council noted that future Conferences will be Canberra 7-10 October 2007, New Zealand 2008, Darwin 2009 and Melbourne 2010. This schedule has the agreement of TEFMA. Council noted that as we are working towards having a greater affinity with the date and venue of the Senior Staff Seminar, it would be good if the various Branches above select the date of the above impending conferences. There was also a debate about whether the smaller Branches should have a smaller number of the Conferences allocated to them. This issue was resolved in favour of the status quo.

RESOLVED 2/05

- (a) That the NT Branch needs to confirm that it is ready to run the 2009 Conference as the venue capacity was in doubt a year ago.
- (b) That the 2011 TEM Conference be held in Queensland subject to TEFMA approval.

8.2 The Journal of Higher Education Policy and Management

Council noted the report from the Joint Editors. It also noted that a process of consultation with the members would be carried out in the near future. (See item 10.3 below)

8.3 FMAC

Association Treasurer Neil Voyce presented the report from the Financial Management Advisory Committee.

RESOLVED 3/05

- (a) That Council abandons the concept of a single Auditor for ATEM.
- (b) That Council requests all Branches to forward to FMAC certification that their Auditors are qualified in the meaning of the Act in Australia or are Chartered Accountants in New Zealand.
- (c) That Council circulate all Auditors with printed copies of the Finance Manual as amended, with a request that their Audits include surveillance that Branches are complying with the rules in the Finance Manual.
- (d) That, with the modifications agreed at the meeting, the amendments to the Finance Manual were approved.

8.4 Financial Reports

8.4.1 Progress Budget 2004 – 2005

RESOLVED 4/05

That the Progress Budget 2004-2005 is adopted, and the improvement in the annual surplus from the forecast of \$850 to \$3318 be noted with pleasure.

8.4.2 Draft Budget 2005 - 2006

RESOLVED 5/05

(a) That the draft budget 2005-2006 is adopted, and the projected budget through to 2007 is noted.

8.4.3 Branch Contributions to Council

The 2005 Census was noted. It will be used in September 2005 to set the Branch contributions to Council for 2006-2007.

8.4.4 Payments Schedule

Council noted the payments schedule.

8.4.5 Annual Accounts

RESOLVED 7/05

That the Annual Accounts for 2004-2005 be adopted and referred to the Auditor for audit.

8.4.6 New Chapter 8 for Finance Manual

RESOLVED 8/05

That the proposed new Chapter 10 for the Finance Manual, describing the CMS, is adopted.

8.5 Annual Report 2004 - 2005

RESOLVED 9/05

The draft Annual Report was noted. Council noted that there was an urgent need for Branch Presidents to provide their reports on PD activities and other projects to the Association Secretary.

9 Business Referred by Branches

Council discussed a proposal from the New South Wales Branch seeking approval in principle to offer discounted multi-year membership renewals to its members on a 2 or 3 year basis.

Council discussed the idea, but noted that it had adopted a single fee structure across all Branches several years ago, and that it wished to retain that simplicity for the time being. The introduction in March of a differential fee scale for the various membership levels had complicated things considerably and had proved costly to translate into the CMS. A further set of complications and added implementation cost at this stage was not viewed sympathetically at this time.

It was agreed that the idea should be reviewed again once the implementation of MYOB across all Branches had been achieved, after which reconciliations involved in ten sets of accounts would become less complex.

10 Other Business**10.1 2005 Council Elections**

Council noted that the following positions will fall vacant after the 2005 AGM: President, Vice-President (Richard Easter), Treasurer. The election schedule is as follows:

Wednesday 1 June	Call for Nomination
Tuesday 21 June	Nominations close
Tuesday 28 June	Ballot opens
Monday 1 August	Ballot closes

Council noted that the Association Secretary had appointed Giles Pickford as Returning Officer. It also noted that the Association Secretary had received notice from VP Chris Jeffery that he would resign from the position of Vice President ATEM as from 21 May 2005.

RESOLVED 10/05

(a) That Council appoints Margie Cole to fill the casual vacancy of Vice-President created by Chris Jeffery's resignation, with that appointment term being from the close of the May Council Meeting 2005 until the end of the 2006 AGM.

(b) That Council appoints Toni Hodge to fill the casual vacancy of Association Secretary created by the move of Margie Cole to Vice-President, with that appointment term being from the close of the May Council Meeting 2005 until the end of the 2006 AGM.

10.2 Appointment of Councillors at Large

Council noted a paper prepared by the Association Secretary on the appointment of Councillors at Large.

RESOLVED 11/05

(c) That Council accepts Ion Wallace's nomination by the Executive Committee to continue his appointment as Councillor at Large for one more year ending in September 2006.

(d) That Councillors consider nominations for a Councillor at Large who would be appointed from September 2005 to 2007 to replace Toni Hodge. Some time was spent discussing the qualities needed for a Councillor at Large.

10.3 Members' Survey

Council noted that following a discussion at the Executive Committee it was agreed that Jan McAdam should be commissioned to undertake an in-depth members' survey to establish attitudes to the ATEM Journal, ATEM Matters, Weekend Update and the ATEM Forums. Council discussed the draft questionnaire.

RESOLVED 12/05

That VP Chris Jeffery, BP Lucy Schulz and BP Ginny Ferguson are requested to consider the survey, and any other type of consultative process with the membership, and report back to the next meeting of the Executive Committee.

11 2005 Meetings Calendar**PERTH**

Tuesday 27 September, 8.30 am – ATEM Foundation Board meeting

Tuesday 27 September, 9.00 am – Executive Committee meeting

Tuesday 27 September 10.00 am to 12 noon - FMAC

Tuesday 27 September, 1.00 pm – ATEM Council Meeting

Thursday 29 September, 8.00 am – ATEM Awards Breakfast and Members' Forum

Thursday 29 September, 9.00 am – ATEM Annual General Meeting

Thursday 29 September, 12.00 noon – ATEM Ghosts' Lunch

GP 24 May 2005

Distribution:

Tom Gregg	ATEM President
Chris Jeffery	Vice-President and President WA Branch
Richard Easther	Vice-President
Margie Cole	Association Secretary
Neil Voyce	Association Treasurer
Toni Hodge	Councillor at Large
Ion Wallace	Councillor at Large
Steve Langley	President ACT Branch
Kay Hempsall	President NSW Branch
Scott Snyder	President NT Branch
Ginny Ferguson	President NZ Branch
Roger Byrom	President Queensland Branch
Lucy Schulz	President SA Branch
Carol Harding	President Tasmanian Branch
Gerard Toohey	President Victorian Branch
Giles Pickford and Peter Scardoni	ATEM Secretariat
Ian Dobson and Angel Calderon	Joint Editors of the Journal

President's Report to Council: 20 May 2005

In this report I want to highlight the things we intended to get done in the two years when I was to be ATEM President (September 2003 to September 2005) and to list just how far this Council has come towards achieving its goals in that time. I will then outline some areas where we can all probably do better. For me, these include the need for Council to ensure that our Branches are more responsive and timely in their replies and input as we move forward, and for us to all finally resolve a financing system that is best for ATEM as a whole, gets the best returns possible from investments, allows for Council to determine the best use of ATEM resources, ensures sound auditing, and which is focused on what is best for its Branches as our key operating units.

Here We Were in September 2003

- An organisation which the AVCC did not have on its radar screen.
- An organisation with basically one class of membership, plus a very few appointed Fellows.
- A Council which saw many of its meetings as an opportunity to re-open the debate we had at the last meeting, or re-litigate decisions of Council.
- A Council which adopted three key new capital expenditure items: a new Membership Kit; adoption of MYOB Accounting software across all Branches; and an intranet search engine.
- A Council that regularly was a late-payer of major invoices, caused by a chronic cash flow problem.
- An Annual Conference which was half way through a trial period of partnership with TEFMA.
- A web site which had been completely renovated in 2002 but which still had not reached its full potential.
- A falling or at best static membership statistic, meaning that cost increases had to be budgeted for by fee increases.
- A Foundation which had not yet fired up or found a role.
- Agreement from Council that we had to address and "fix" these matters in that two-year period.

Here We Are Now in May 2005

- An organisation in regular discussion with AVCC and in a trial partnership with the AVCC in the provision of Education and Training, with the first pilot program planned for Darwin.
- An organisation in which has forged a strong and useful partnership with the NZ Ministry of Education, through its New Zealand Branch.
- An organisation with a hierarchy of membership classes giving members the opportunity to progress up the professional ladder if they chose to do so.
- A Council which is now committed to fully resolving matters, either at its regular meeting or by flying minute, and then implementing those decisions.
- A structure where all major strategic decisions and where budget priorities are all debated and set only by the Council, to ensure the full involvement of Branch Presidents.
- A Council which has so far achieved one of its capital expenditure items (the new Membership Kit), with the other two (MYOB and Intranet Search Engine) briefly held up by lack of funds.
- A Council that has not failed to pay its bills on time since mid 2004.
- An Annual Conference which has doubled its participation rate since 2001 and is professionally-managed in an ongoing partnership with TEFMA
- A web site which has nearly reached its full potential, with only an intranet search engine left to add.
- Appointments of over 40 Membership Coordinators by the Branches and a steady increase in membership as seen in the 2005 Census, meaning that if costs increase we should be able to meet our obligations with only small fee increases.
- A Foundation which has received one major donation from the Victorian Branch and an ongoing commitment to donations from the Emeritus Chapter.

Where To Next?

- Risk Management, indemnity, tax and other issues require attention.
- An agreed Central investment fund to maximize yield on the members' funds needs to be developed.
- The agreement that Council reserves to be established and held at \$50,000 needs to be implemented.
- The Foundation is to reach \$120,000 of donations, which is sufficient to fund the Peter Karmel International Travel Grant and the Maurie Blank Study Scholarship and take them off the operating budget.
- A review of our Communication Vehicles (The Journal, ATEM Matters, Weekend Update, and the ATEM Forums) is to be completed.
- The development of a formal relationship with TAFE and COPHE is to be strongly investigated.
- The agreed funding system is to be developed through FMAC.
- The use of technology to implement the system of all members directly joining and paying ATEM Inc, and Council developing annual budgets for Branches, to be considered and debated.

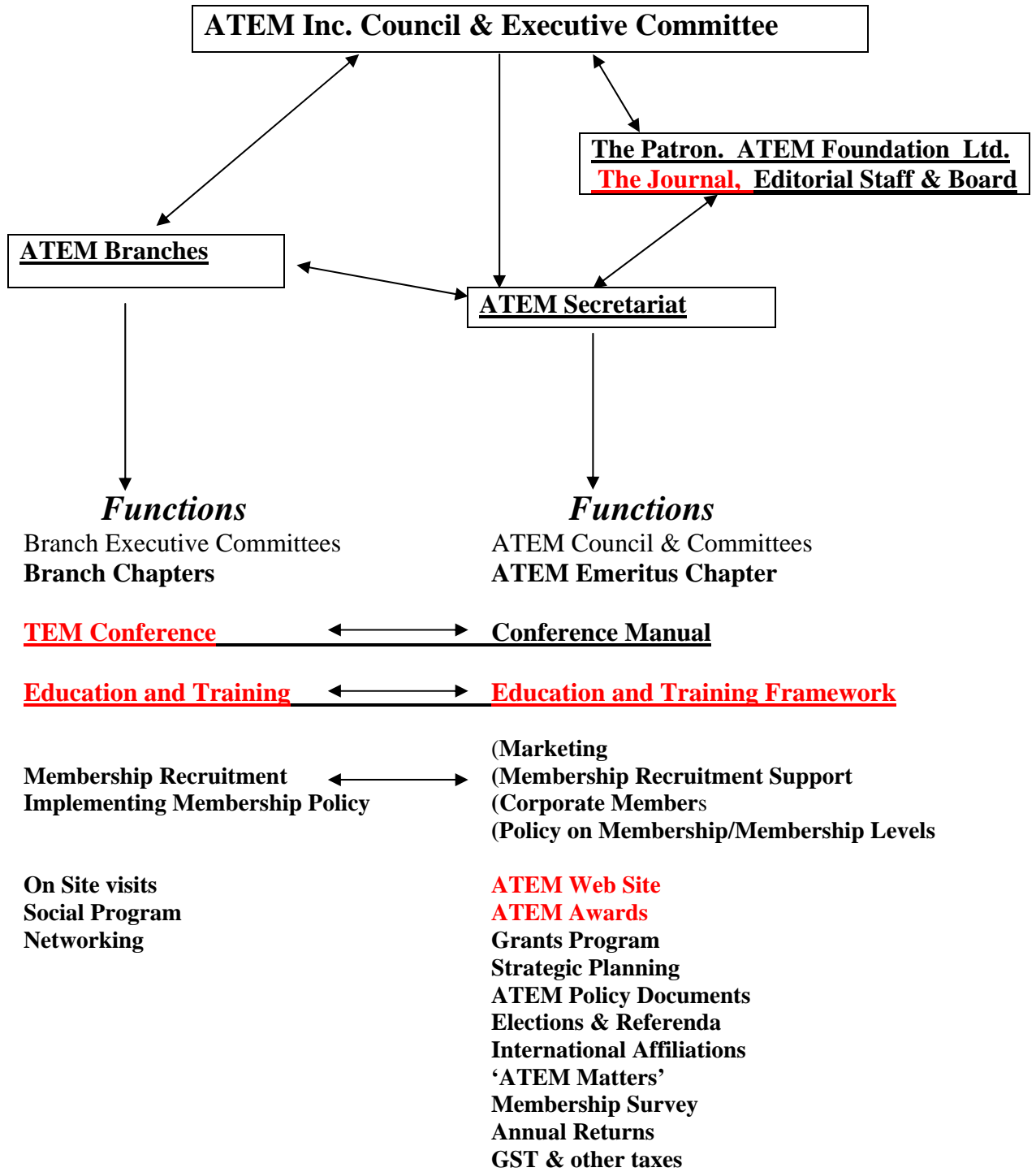
And One More Thing...

AITEA was changed first by the creation of the New Zealand Branch in 1998, after which it could no longer be called 'national'. Then the act of incorporation in two countries, plus all the other changes that came with the change to ATEM in 1999-2000, changed many other things for us. In spite of that, ATEM can find itself still mired in the old terminology. That might have been forgivable for the first five years. However, in the end we are going to have to face up to it and stop using words which were superseded seven years ago. To illustrate my point, I have listed below some of the extraordinary variety of incorrect terminology which has actually been used in the last six months by a number of our colleagues.

Correct Terminology	Some examples of Incorrect Terminology
ATEM Inc. (This term embraces the totality of ATEM)	Central: The National Branch: Canberra
The ATEM Council (ATEM's governing body)	Central: The National Branch Committee
The TEM Conference	The National Conference, The ATEM Conference
The Branch Conference	The State Conference
The ATEM President	The National President
The Association Secretary etc.	The National Secretary etc.
The Branch President etc.	The State President etc.
ATEM Secretariat	This unit does not get incorrectly named

An organizational chart which describes how ATEM is structured is attached.

Tom Gregg
ATEM President



***Red indicates ATEM's core business**